

Documents needed for Administrative Inprocessing:

- ☐ Identification Tags
- ☐ Identification Card
- ☐ 10 Copies of TDY/PCS orders and any amendments
- ☐ 5 Copies of Oath of Office Certificate
- ☐ DA Form 31 for leave (if applicable)
- ☐ Building and room number of your billeting, and phone extension
- ☐ Civilian driver's license
- ☐ Vehicle Registration
- ☐ Military driver's license, DA Form 348 (if applicable)
- ☐ Safety DDC/AAC Card print out of course completion certificate (if applicable)
- ☐ Medical and Dental Records
- ☐ Current Profiles. (if applicable) No temporary profiles
- ☐ Prescription glasses if required, no contact lenses. Military glasses will be provided for those that require them.

Documents needed for Finance Inprocessing:

- ☐ Copies of Marriage Certificate and Dependent Birth Certificates (if applicable)
- ☐ Divorce Decree (Copy)
- ☐ Social Security Card (Copy)
- ☐ Spouse Contact Info
- ☐ 5 Copies of Current DD93 SGLI
- ☐ Home Station/Mortgage/Lease Documentation (USAR/ARNG Only)